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DD/S&T 3145-71

29 October 1971

MEMORANDUM FOR: Chairman, CIA Records Management Board

SUBJECT : Report to the Executive Director/Comptroller

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1. The [REDACTED] CIA Archives program has been reviewed. In principle I felt that the basic ingredients for an archival program are covered. As the representative for this Directorate, I felt that there does not appear to be anything in this proposed regulation that would create any hardships for us.

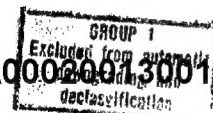
2. As for the question of "Office of Record", it is assumed that you are referring to the Permanent Retention Plan. The DD/S&T has completed this and will attempt to update it after the Annual Records Management Conference is held. The reason for this is obvious since the permanent retention plan is one of the main discussion topics, it is only practical to wait and see what developments and decisions arise from the conference. It is felt that an updated "plan" could be completed by 29 February 1972.

3. A survey was taken to determine the needs for the use of COM application in the DD/S&T. The results of this survey reveal that the Directorate, excluding OCS, has no definite plans at this time. FMSAC does receive computer listings to the extent that they have to retire them to the Records Center for retention. They do plan to microfilm these listings when the microfilm rotoliner, which FMSAC is leasing to microfilm their telemetry analogs, has completed the current job. The officials responsible for these listings are not available at this time for an affirmative decision, but more facts will be forwarded to you within the next week.

4. OCS was contacted to ascertain what their plans were in COM and I was referred to SIPS. I talked with [REDACTED] and he advised me that OCS does not have any plans for this activity other than to provide the necessary service dictated by the requirements levied against them by their users.

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5. This Directorate is not faced with the problem of storing large volumes of computer listings in the Records Center and probably will not be hurt if an Agency policy would be put into effect to restrict listings to be stored at the Records Center. To restrict all listings to be stored at the Records Center regardless of the volume would be foolish since the cost factors that go with COM are synonymous with other microfilm applications. Volume and distribution should be the primary considerations for adoption and not physical form of the record.

6. There is cause for concern for the Records Board to consider the question of COM raised in the Executive Director/Comptroller's memo. It should not be restricted solely to COM but to the total microfilm program. Problems such as this can never really be solved until all those concerned from top management down to the clerk level focus their attention on the records program and its needs. Secondly, qualified records officers must be selected and the necessary time allotted to them to carry out their respective component records program. With the limited career opportunities available and the hold down in grade structure, the records program will never really reach its full stature.

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DD/S&T Records Management Officer

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